

**INSTRUCTIONS**  
**PERMIT APPLICATION (APC-2-01)**

This form should be completed for each permit required. Examples of permit units (sources) are:

- Process equipment which operates, or could operate, as an independent unit.
- Process equipment sharing common air pollution control equipment.
- Boilers located close together and whose plumes tend to merge will generally constitute a permit unit.
- Wood-fired boilers should have individual applications.
- Incinerators should have individual applications.

Please refer to Section 16-77 of the Memphis Air Pollution Control Code or Section 3-5 of the Shelby County Code (reference Chapter 1200-3-9 of the Tennessee Air Pollution Control Regulations) for information concerning application requirements.

If the source has not changed since the last time complete application information was submitted, APC-2-01 forms only, are sufficient for permit renewals. For initial applications, or whenever a source has changed, the APC-2-01 forms should be accompanied by the appropriate source and emission point description forms. If necessary, please contact the Memphis and Shelby County Health Department-Air Pollution Control Section (MSCHD-APC), for information concerning applicable forms.

- Item 1.** -The right-hand portion of the first line is intended for MSCHD-APC use only. However, if your facility has been assigned an ID number, it can be entered in this space. Please note that the legal name of your organization is the name registered with the Tennessee Secretary of State and therefore shall match up with the business number provided by that agency.
- Item 2.** -Mailing address is the address to which permits or other correspondence concerning the application will normally be mailed. An in-state address is preferred and should be used whenever possible.
- Item 3.** -Principal technical contact is someone who can be contacted concerning possible questions regarding the application. This should preferably be someone at the plant location if possible.
- Item 4.** -Site address should indicate as clearly as possible the actual source location. This need not be a mailing address. If it is a rural location, indicate the direction and approximate distance from a well established reference point such as a town or major road intersection.
- Item 5.** -The Standard Industrial Classification Manual 1987, is used in the classification of establishments by the type of activity in which they are engaged. This standard comes under the authority of the Executive Office of the President of the United States of America, Office of Management and Budget. Codes in the manual identify Industry Groups (a three digit code) and Industries within the groups (a four digit code and a subset of the Industry Group). The form requests the four digit code.
- The Manual can be reviewed in the offices of the Air Pollution Control Section - Memphis/Shelby County Health Department and in City of Memphis libraries, among other locations, and can be purchased from NATIONAL TECHNICAL INFORMATION SERVICE, 5285 Port Royal Road, Springfield, Virginia 22161, Order no. PB 87-100012.
- Item 6.** -Brief description of emission source should describe the type of equipment covered by the application such as, incinerator, oil-fired boilers, printing press, rock crusher, etc.
- Item 7.** -Complete only the categories which apply depending on the status of the source.
- Facilities relocating to new addresses are classified as new sources and must obtain construction and operating permits. Portable sources such as portable asphalt plants, etc., may relocate without extensive environmental/regulatory review in most cases but must apply for permits in order to relocate.
- Item 8.** -If the equipment or operation has not changed since the last construction or operating permit application, indicate none. Otherwise briefly describe the changes which have been made since the last application. If it is the first application for the equipment, please so indicate.
- Item 9.** -Applications should be signed by the person directly responsible for local plant operations. Unsigned and/or undated applications will not be processed.